



Request for Proposals for Construction Management and Inspection Services

The Belmont Redwood Shores School District is requesting proposals from qualified consultants to provide construction management and inspection services for the Ralston Avenue and Tahoe Drive Signalization Project.

Scope of Work

Ralston Avenue and Tahoe Drive Signalization Project

Project Description

The project includes the installation of a new traffic signal at the Ralston Avenue and Tahoe Drive intersection. The project will also signalize the Ralston Middle School (RMS) entrance and Ralston Avenue, which will be coordinated with the new signal at Ralston Avenue and Tahoe Drive. New concrete sidewalk will be installed along the frontage of the school and a retaining wall will be installed as needed to support the new sidewalk. Other work includes, but is not limited to, the following: signage of accessible pathways, pavement markings, striping, tree removals, landscaping, roadway construction, traffic control, fences, and accessible facilities.

This project is intended to address and be consistent with the corridor plan completed and adopted by the City of Belmont (<http://www.belmont.gov/city-hall/public-works/transportation/ralston-corridor-study>) in August 2014 identifying a number of improvements along the Ralston Middle School frontage. The conceptual recommendations include the following:

- Signalization and intersection improvement at Tahoe Drive and Ralston Avenue
- Extension of the left turn lane onto Tahoe Drive from westbound Ralston Avenue
- Signage and striping changes
- Curb improvements at the southeast corner of the Tahoe Drive/Ralston Avenue intersection to facilitate U-turn movements
- Installation of sidewalk from Tahoe Drive to the Ralston Middle School Exit driveway

Additional information about the project is available on the City of Belmont's website at <http://www.belmont.gov/city-hall/public-works/public-works-projects/updates-tahoe-intersection-improvements>.

Services During Design Phase

- Attend regular design team meetings, and consult with District and other members of the Project Team, provide advice and value-engineering regarding materials, equipment, methods, systems, schedules, labor, and other conditions as they affect construction and

budgeting.

- Participate in planning and advising the Project Team on project phasing, project construction staging and general constructability of the project, including the use of nearby or adjacent parcels.
- Prepare a design and construction schedule including recommendations for appropriate bidding of trade categories and construction phasing. Update the schedule on a regular basis as design progresses.
- Verify 95% specification documents.
- Participate in code review meetings both during the design process and during the building permitting process.

Bidding Phase

- Develop potential bidders list in concert with the District and Project Team.
- Develop a tentative construction schedule to be included in the bidding documents.
- Assist in the duplication and distribution of the bidding documents to the bidding general contractors.
- Assist in the pre-qualification of any general contractor seeking to participate in bidding on the project.
- Conduct pre-bid conferences with all interested general contractors.
- Prepare and distribute meeting minutes.
- Assist in advertising work for public competitive bidding.
- Assist District and the Project Team in receiving and evaluating all bids.
- Conduct post-bid reviews with apparent lowest responsible bidder(s).
- Make recommendations to the District with respect to the award of the contract.
- Request and evaluate value-engineering proposals of trade contractors.

Construction Stage

Submittal Coordination

- Review and approve contractor submittals required by the construction contract plans and specifications.
- Review and approve contractor's working drawings and technical submittals, including traffic control plans, SWPPP, concrete and mix designs.
- Coordinate and track any designer and other oversight agency required submittal reviews; and press for timely turn-around by all parties.
- Provide comments to designer reviewed submittals for constructability and construction issues.

Construction Meetings

Progress meetings will be held to discuss issues, project progress and to prepare for upcoming work. Meeting minutes will also be prepared, distributed and filed to record discussions and agreements.

As needed, pre-operation meetings will be held for planning and organizing major activities, such as road closures and paving operations. The pre-operation meetings will be to ensure that all possible scenarios are covered and contingency plans are ready for execution if there are unforeseen incidents.

Issues Management

Coordinate, manage and respond to Requests for Information (RFI's) submitted by the contractor. Track RFI's sent to the designer and other oversight agencies for their input and press for timely turn-around by all parties. Consultant will coordinate all communication with the design consultant and oversight agencies on requests for information from the contractor. Coordinate and conduct meetings with the contractor, designer and oversight agencies for RFI's, when appropriate to resolve and clarify complex issues.

Scheduling

Consultant will review the Contractor's schedule submissions for compliance with the specifications and will compare work progress against the schedule. Getting the contractor's schedule "right" at the beginning of the project will help head off or resolve claims that may develop as the project progresses. Long and short term schedules will be an item on each weekly meeting agenda.

Review work progress as compared to the planned schedule and notify contractor of schedule slippage. Consultant will review and approve monthly updates to keep close track of the work progress so that any potential delays can be mitigated early. Consultant will analyze the schedule to determine any impacts due to weather and change orders. Consultant will work with the contractor to develop plans to recover from any schedule slippage to bring the project in on time.

Progress Payments and Cost Control

Consultant will review Contractor's progress payment requests for agreement with percent of work completed and compliance with the contract documents. Consultant will make recommendations to the District regarding acceptability of the payment request based on this review.

Consultant will prepare quantity calculations, including any contract change orders and progress pay estimates on a monthly basis to support the pay estimates. Consultant will file and maintain quantity calculation sheets as required. We will provide inspection, testing, coordination, and documentation to support work completed and accepted for payment.

Contract Change Orders

Consultant will compare work completed with work planned to identify quantity overruns/underruns and take action to minimize and eliminate extra work. Evaluate, negotiate, prepare and execute all change orders and justification memorandums.

- Consultant will evaluate change order requests against the contract documents and the required work. Consultant will develop independent cost and schedule estimates and

- negotiate equitable agreements with the Contractor for change order work.
- Consultant will provide input to the design engineer on any design changes needed for the project.
 - Consultant will make recommendations to the District on changes and their impacts to the project schedule and budget.
 - If warranted, Consultant will prepare extra scope and work authorizations for District approval. Consultant will track all work on the project including additional time or scope allowed by change orders through daily inspection reports.
 - As part of daily construction management, the Inspector will be alert for conditions that may lead to potential changes, and will inform the RE as well as take available action in the field to eliminate the condition or mitigate its effect. The Inspector will work closely with the Contractor to identify problems as early as possible.
 - Consultant will negotiate alternate work plans to keep the work on schedule and negotiate time extensions due to change orders and other delays as a last resort.
 - Changes and potential changes will be topics covered in weekly meetings and each issue will be tracked until resolved with documentation in the meeting minutes of final resolution

Dispute Management

Identify potential claims and make recommendations to resolve said claims. Consultant will identify actual and potential problems associated with the construction project and recommend sound engineering solutions to the City, District and Design Engineer.

Consultant will recommend a plan of action to anticipate and to mitigate problems that arise during construction. Consultant will take the lead in identifying, negotiating and resolving any potential claims. Consultant will take the lead to mitigate all claims on this project.

Construction Quality Assurance Inspection

Consultant will inspect the construction elements of the project as required by the construction contract plans and specifications. Consultant will perform all field inspection activities to monitor compliance with the contract plans and specifications. Record and report all construction activities and maintain reports in a project file.

- Consultant will schedule necessary sampling and testing of materials for the project in accordance with the project specifications. Consultant will inspect all material and equipment delivered to the project for compliance and to ensure that materials being delivered are those that were inspected at the source.
- Consultant will also review the contractor's weekly certified payroll for compliance with prevailing wage requirements.
- Consultant will maintain daily construction diaries that include documentation of the work progress. Record all items of work, labor, equipment, materials incorporated, materials tested, and any other pertinent information in a daily diary for permanent record of events.
- Project photographs and video documentation of project progress and major work

components will be done on a weekly basis and kept for permanent records to support disputes and verify quality for acceptance.

- Perform field quantity measurements and reporting to support monthly progress payments of completed work.
- Consultant will inspect the work for acceptance. Any non-conforming work will be documented and included in the punchlist for completion. All non-compliant work will be tracked and taken off the list for acceptance when the work is completed to our satisfaction, meeting the contract requirements.
- As the Contract nears completion, the Consultant Team will coordinate a “walk through” including the contractor, the design staff, and City and District representatives to develop the actual punchlist. Consultant will then monitor the Contractor’s progress in completing the punchlist items and will ensure that no additional items are created in the process. Reports on the contractor’s progress in correcting punchlist items will be reported to the District daily or as requested.

Reports

The Consultant inspection team will prepare daily reports. Both the Resident Engineer and Inspector will prepare project reports documenting daily activity, conversations, and coordination.

On a monthly basis, Consultant will prepare monthly progress reports summarizing issues, status of any change orders, any notices of potential claims (NOPC), outstanding submittals and RFI’s, and the budget and schedule for the work.

Project Safety

Consultant will review, and approve the contractor’s safety program and ensure that it meets all Cal-OSHA regulations. Consultant will enforce the safety program and make sure that all project personnel follow the requirements. Consultant will “shut-down” the project for any unsafe conditions and make sure that the contractor makes necessary corrections for compliance and focuses on safety first.

Project Close-out

- Consultant Team will maintain a complete set of contract plans in the field office which shows all as-built changes. These drawings will be updated regularly so that a complete set of redline drawings can be turned over to the designer as soon as possible following the completion of construction operations.
- Consultant will monitor the Contractors progress in completing the punchlist items. We will document completion of each punchlist item for acceptance.
- At substantial completion, the Resident Engineer and the Inspector will review the plan set; any discrepancies between the plan and on-site conditions will be included in the punch list as items to be corrected on the As-built plans prior to final completion.
- Prepare as-built drawings; track, log and redline changes and certify that the project was built according to the as-built drawings. Provide as-built drawings to the District design consultants for preparing CAD files.

- Consultant will negotiate, close out and resolve all remaining issues and potential claims at the project level. Meetings to resolve changes and unresolved disputes will be facilitated with City and District Project Manager and Contractor's Management to finalize all issues.
- Consultant will prepare the Proposed Final Estimate (PFE) for acceptance by the contractor and the Final Payment to the District for close out of the project.
- Consultant will perform final inspections and prepare all required documents for project close-out for the City's & District's Project Manager. Consultant will complete all documents including, Report of Completion, Materials Certificate, Final Inspection Report, Detailed Estimate and Summary, Change Order Summary, Report of Expenditures and Final Invoice.

SUBMITTAL OF QUALIFICATIONS:

Qualifications should be reviewed for accuracy before submission to the District. The District will not be responsible for errors in any submission. The District reserves the right to reject any and all submissions, to waive any irregularities or informalities, or to request additional information.

The compiled qualifications package must be submitted to and received by the District's Chief Business Official, Craig A. Goldman, by 4:00 pm on Thursday, May 11, 2017. If selected for an interview, interviews will be held on Tuesday, May 16, 2017.

QUESTIONS: All questions regarding the RFP must be submitted via email to the District's Chief Business Official, Craig A. Goldman at cgoldman@brssd.org by 4:00 pm on Thursday, May 4, 2017. Answers will be provided regarding all questions received by 4:00 pm on Tuesday, May 9, 2017, to all organizations competing for this project.

SIGNATURES: All qualifications must include a signature of an authorized officer of the organization submitting the package. The name and title of the person shall be included following the signature.

DISQUALIFIED SUBMISSIONS: Any qualifications received after 4:00 pm on Thursday, May 11, 2017, shall be refused and returned to the organization unopened.

WITHDRAWAL OF QUALIFICATIONS: An organization may withdraw its package, either personally or by written request, at any time prior to 4:00 pm on Thursday, May 11, 2017.

COPIES OF QUALIFICATIONS: Each organization submitting a qualifications package must include the original plus three (3) copies of the original, and an electronic copy on a flash drive.

BASELINE QUALIFICATIONS:

As detailed herein, each Consultant must provide specific information that will be reviewed by the District. Certain qualifications are essential. Any candidate, who cannot satisfy all of the following items ("Baseline Criteria") regardless of the ranking or ability to meet other criteria, will not qualify.

ERRORS AND OMISSIONS INSURANCE: In addition to industry standard insurance coverage levels, prior to commencement of services under any agreement, the Consultant shall furnish to the District satisfactory proof that the Consultant has, for the period covered by any agreement, error and omissions insurance on an occurrence basis with limits of at least \$2,000,000.00.

Each policy of insurance would operate as primary insurance. The District, its Board of Trustees, employees and agents would be named as additional insureds under the policies. A copy of the policies would be provided before any work is commenced under any agreement. Policies may not be canceled or reduced in coverage without 30 days prior written notice to the District.

INDEMNIFICATION: The Consultant would be expected to agree with the following proposed "hold harmless/indemnification" clause: "The Consultant shall indemnify, defend and save the District, its Board of Trustees, officers agents, and employees harmless from any and all claims damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with or in any manner arising out of the Consultant's performance or failure to perform any duties contemplated by this Agreement."

INDEPENDENT CONTRACTORS: As the Consultant would not be an employee of the District, it is understood the Consultant and its employees would be independent contractors. Nothing contained in any Agreement would be deemed to create any contractual relationship between the Consultant and any of the contractors or material suppliers, nor should anything contained in any agreement be deemed to give any third party any claim or right of action against the District which does not otherwise exist.

LICENSING REQUIREMENTS: The Consultant represents and warrants that the engineers assigned to any project(s) possesses the appropriate qualifications and licenses required by all applicable provisions of law and the engineers are competent and qualified to perform the services required by this Agreement. The Consultant must be licensed in the State of California for the past five years, and currently possess a valid California license.

DEFAULT OR BANKRUPTCY: The Consultant, either performing work under its current license or under other licenses through other entities, including a joint venture, must not have defaulted on a contract within the past five (5) years or declared bankruptcy or been placed in receivership within the past five (5) years.

LOCATION: The Consultant shall have an office within a 50 mile radius of the District office.

EVALUATION CRITERIA:

The evaluation of qualified Consultants will be based on the demonstrated competency, professional qualifications of the Consultants necessary for the satisfactory performance of the services required, and the fit between the operating principles of the selected Consultant and the District's project team. Evaluation will also be based on information submitted and obtained from references. The District reserves the right to request additional information/references and to interview qualified candidates.

In no particular order of preference, criteria for the evaluation of the Consultants shall include, but not be limited to the following:

- Qualifications of the principals, project team, and consultants, including primary responsibilities of each. These qualifications must be the qualifications of the proposed team that would actually perform services for the Belmont-Redwood Shores School District. The interview team must include a corporate senior executive and project manager at a minimum
- Capabilities to perform all aspects of the subject project, including Consultant capacity, resources, and other unique capabilities that might differentiate one Consultant from another
- Demonstrated ability to complete similar projects on time and within budget
- Recent experience with similar projects in California, San Mateo County, the City of Belmont, and other applicable state/local agencies
- Letters of reference
- Litigation and arbitration history (during the past 5 years)

SELECTION PROCESS:

The City of Belmont will assist the District in the request for qualifications process and will review and provide input with respect to all packages. Selection of a successful Consultant will be entirely at the discretion of the District, which reserves the right to reject any or all qualifications. It is anticipated that the selection will be made no later than May 18, 2017.

This solicitation does not constitute an offer of employment or to contract services, nor does it commit the District to pay any costs incurred in the preparation, presentation, or return of submittal, including

interview time, or to select any consultant who responds. The District reserves the right to award the contract to the Consultant that presents the qualification, which in the sole judgment of the District, best represents the desired results. Consultants should submit their qualifications to:

Craig A. Goldman
Chief Business Official
Belmont-Redwood Shores School District
2960 Hallmark Drive
Belmont, California 94002

Qualifications must be received at the above address no later than 4:00 pm on Thursday, May 11, 2017. Facsimile (FAX) and email copies of submissions will not be accepted. Interested parties must submit an original qualifications package, three (3) additional copies, and one electronic proposal on a flash drive, formatted as a pdf.

SCHEDULE OF EVENTS FOR THE BELMONT-REDWOOD SHORES SCHOOL DISTRICT

EVENT	DATE
Release RFP Document	4/28/2017
Written Inquiries Submitted by 4 p.m.	5/4/2017; Answers returned by 4 pm on 5/9/2017
Receive Proposals	5/11/2017
Interview Invitations	5/12/2017
Interviews of Qualified Consultants	5/16/2017
Board Approval	5/18/2017

SECTION I: MANDATORY QUALIFICATIONS

In order for qualifications to be considered, organizations must submit statements in the format described below and address all of the areas set forth below. Quality, not long responses or visual exhibits, is desired. The complete qualifications package should not exceed twenty (20) pages.

ALL qualifications shall address the following items as listed:

Description of Consultant: This section shall provide the District with information regarding the size, location, and nature of work performed, years in business, and approach that will be used in meeting the needs of the District.

Background of Consultant's personnel: Identify principal and supervisory personnel and provide a brief resume, including pertinent experience of personnel who would be working on the project. Also, include any applicable licenses that your organization holds.

Consultant resources:

- Technical capabilities
- Project approach
- Experience developing schedules and timelines
- Relationships and experiences with the City of Belmont
- Proposed consultants and technical assistance

Related experience and client references: Provide a list of at least three client references for which the Consultant has performed similar construction management and inspection services.

References must include:

- Client name and address
- Contact name and phone number
- Identify project(s) for referral

Although the construction management and inspection fee would be negotiated, respondents should propose a method of fee determination for services. Consultants should submit a schedule of billing rates for various positions that would be expected to be involved in the program.

Any Consultant identified as the District's Consultant(s) must sign an industry-standard construction management and inspection agreement.

List any disputes resolved through mediation, arbitration or litigation arising over the past five years from any public works or other construction project the Consultant or any related business entity has been involved in.

SECTION II

The intention of this section is to help us understand the structure of your organization and to assist us in evaluating the fit between your operational principles and ours.

Describe your organization: (Answer this question in approximately 200 words)

How are you organized to respond to our specific challenges and expectations? What services

do you provide?

What do you do best?

What process do you find most successfully responds to the expectations of your clients?

State the principles and beliefs that guide your organization: **(Answer this question in approximately 150 words)**

How are your beliefs reflected through the work in which you engage? How do you select the clients and projects that you pursue?

In your opinion, what function does the contract between your organization and the client serve? Describe the working relationship that you strive to establish with your clients.

SECTION III

The intention of this section is to explore your view of the challenges and opportunities that are presented by our specific project. We want to understand what approach you would take given our constraints of modest resources, local codes, and minimal time for completion.

Do you have the time and resources to take on our project and complete it on time and within budget? **(Answer this question in approximately 100 words)**

Why are you interested in our project? **(Answer this question in approximately 50 words)**

Please sign and return this document with your organization's submission:

Organization's Name: _____

Signature: _____

Signator's Name and Title: _____